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STATE OF MICHIGAN  
DEPARTMENT OF AGRICULTURE  
LANSING

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DIRECTOR

**DATE:** March 10, 2011  
**TO:** Licensed Commercial Pesticide Applicator Firms  
**FROM:** Melvin L. Poplar, Sr., Pesticide Notification Registry Manager  
**SUBJECT:** Regulation 637 - Pesticide Notification Registry

A handwritten signature in black ink, reading "Melvin Poplar".

Regulation 637, Pesticide Use, is promulgated under the authority of the Natural Resources and Environmental Protection Act, 1994 PA 451, Part 83, Pesticide Control. The act is enforced by the Michigan Department of Agriculture (MDA), Pesticide and Plant Pest Management Division.

Regulation 637, Rule 5, requires that commercial pesticide applicators performing lawn or ornamental pesticide applications to properties which appear on the Adjacent Address List must notify the associated contact person (refer to four digit reference number). A copy of the registry address list maintained in accordance with Rule 5 is available on the MDA website for your use. The notification registry address listing has limited access and cannot be viewed or downloaded without having an access code provided by MDA. An access code has been provided for your firm in the letter attached to the registry contact/registrant list that is enclosed.

Notification shall take place before the application by any one of the following methods:

1. Telephone notification to the contact person on the registry one business day prior to a pesticide application. If telephone notification is unsuccessful, the applicator must leave specific written notification information at the residence of the person on the registry (registrant), not the contact person, at the time of application, or
2. Written notification that is delivered in person, not less than 24-hours before application, to the residence of the listed contact person and left at the main entrance to the residence, or
3. The applicator may obtain written authorization from the contact person for alternate methods of notification. This agreement must be signed by both parties.

Oral and written notification shall include: name, address, and telephone number of the commercial applicator or firm that makes the application; anticipated date and approximate time of the application; location of the application; and the common name of the pesticide or pesticides being applied. If the initial application date is postponed, new notification must be issued before the next application.

The **CONTACT/REGISTRANT LIST** (3 pages) is enclosed along with a cover letter, contact information is listed by reference number with contact person's name, address, phone number(s) and the address of the resident requesting the notification.

The **ADDRESSES LIST** (00 pages) can be found on line at [www.michigan.gov/mda-reg637registry](http://www.michigan.gov/mda-reg637registry). Properties adjacent to registrant's or within additional distances deemed appropriate by the registrant's physician are listed by county, city, street address, and last name of contact person. This list also includes a reference number to identify the specific contact person on the Contact/Registrant List. The access code to open the Address List Registry on-line is on the cover sheet of the Contact/Registrant List.

To use the registry you should first review the Address List to identify any properties to which you perform ornamental or turf pesticide applications. Secondly, identify the corresponding reference number on the Contact/Registrant List, and notify the contact person appearing on the list.

You may access a copy of Regulation 637, Rule 5 on the Internet by doing the following:

- 1) Go to [www.michigan.gov/mda](http://www.michigan.gov/mda) (select **Keywords** - type **Notification Registry**)
- 2) On the left-hand side, click on the **LICENSING, CERTIFICATION, AND REGISTRATION** button. Then click on **PESTICIDES**, and then click on **PESTICIDES LAWS AND REGULATIONS**.
- 3) Scroll to the middle of the page and click on the link to **Regulation 637, Pesticide Use**.

On the address list (bottom of the page) we have provided the asterisk symbols (\*\*\*) to indicate those properties with multiple buildings (such as a condominium complexes, apartments, schools, etc.). When a street location has the (\*\*\*) symbols, all properties associated with the multiple building complexes are included for notification.

The 2011 Pesticide Notification Registry will remain in effect until March 15, 2012. If you have any questions, please contact me at (517) 241-1169.